

MONROE COUNTY

JOB DESCRIPTION

Position Title: LEAD CUSTODIAN MAINTENANCE WORKER		Date: 9/1/99
Position Level: 3	FLSA Status: Nonexempt	Class Code: 3-2

GENERAL DESCRIPTION

Primary function is to perform general grounds maintenance duties in the upkeep of county property. Assists in the general maintenance and janitorial duties of the buildings and grounds.

KEY RESPONSIBILITIES

1. Mows grass and trims trees.*
2. Picks up trash and empty's trash.*
3. Moves furniture, boxes, etc.
4. Performs custodial duties, maintain appearance of grounds.*
5. Cleans up construction debris and work area.*
6. Digs trenches/holes in the grounds.
7. Performs basic repairs and maintenance of equipment and property.
8. Drives county vehicles transporting tools and equipment to worksite.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: LEAD CUSTODIAN/MAINT WORKER	Class Code: 3-2	Position Level: 3
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KEY JOB REQUIREMENTS	
<i>Education:</i>	H.S. Diploma or GED required.
<i>Experience:</i>	1 to 2 years.
<i>Impact of Actions:</i>	Decisions and impact are limited to decisions and planning within a small work group or project team.
<i>Complexity:</i>	Routine: Work consists of routine tasks, processes, or operations. The incumbent selects and applies several clearly-prescribed, standard policies and procedures requiring little interpretation. Problems are solved by choosing between a few clear choices or discussing them with a supervisor.
<i>Decision Making:</i>	Basic: Ongoing supervision is provided on an "as needed" basis. Some independent judgment is necessary to select and apply the most appropriate of available procedures.
<i>Communication with Others:</i>	Requires regular contact within the department and with other departments, outside agencies and the general public, supply or seeking information.
<i>Managerial Skills:</i>	Involves no responsibility or authority for the direction of others.
<i>Working Conditions/Physical Effort:</i>	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.
<i>On Call Requirements:</i>	On call 24 hours pending disasters.
<i>Other:</i>	Requires valid Florida Drivers License.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____